



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: May 20, 2019
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - Fire Department
 - Two Lieutenant
 - One Fire Engineer
 - One Fire/Paramedic – Person in background
 - One Detective/Investigator Position, applications are currently being reviewed.
- Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Library	Outside The City
4/28/-5/4/2019	364						

Court Dates	# Of Cases Scheduled	# Of Defendants Scheduled	# Of Cases Processed During Court
4/25/2019	372	224	181
5/2/2019	375	243	169
5/9/2019	371	258	176

Public Works

- Projects:
 - The contractor for the LC-17 project is working on completing the work on El Verde Street, preparing Channel 2 for concrete (rain out), completing the drainage way behind El Verde, and has completed the concrete head wall at Channel 1. They are still pumping out excess water from the site. The project’s projected end date is now in July, due to the recent rains, with 30 days allotted for punch-list completion.
 - NG Painting has completed the welding work on the Grass Hill above ground water storage tank and will now be applying the exterior coating, weather permitting. We expect the project to be completed by mid-May.

- The City Engineer has finalized plans for the bio-swale to be installed at Raymond Rimkus Park Forest Meadow entrance. The project will be bid in May and work is to start right after the 4th of July event. Provisions will be made to keep the entrance open to the Community Gardeners.
- The City Engineer has finalized the documents for the Grass Hill well plant generator. The project will bid next week.
- Staff received bids for concrete pavers for the parking lot at Shadow Mist. The Council final approval of the bid is expected on May 21, 2019.
- The City Engineer is finalizing the Huebner at Bally crosswalk bid documents. The bids will be advertised in May.
- Staff and the City Engineer are revising the MS4 Stormwater Permit Plan to assess fees based on impervious cover instead of land size.
- Staff is meeting with Waterworth software technicians to review water and sewer needs for capital planning purposes. We are in the process of creating an Infrastructure Capital Plan for the water and sewer system to be used for the next 20 years.
- Staff is working on designs for the custom art proposed for the bus shelters at the library and the park.
- Staff is working on a proposal to install electric vehicle charging stations at certain areas in the city. We expect to bring this idea to Council in June.
- Staff has prepared a rain barrel and xeriscaping rebate program that is expected to be approved by Council on May 21st. The program would give a \$40 water bill credit to people who install rain barrels at their residences and \$100 credit for people who install at least 200 square feet of xeriscaping, replacing the grass.
- Staff has applied for an award from the American Public Works Association for the Evers Road Bridge. Winners are to be announced at the annual conference in Austin in June.
- Year 1 Street Maintenance Project is almost complete. The contractor is working in Shadow Mist and Pavona Place to clean up the overspill from the seal coating.
- The City Engineer is finalizing the plans for the Blacksmith and Wagon Spoke water and sewer main replacement project. We expect to bid this project in May. This is part of a CDBG grant program.
- Staff is working on a cost sharing project with Bexar County to mill and overlay El Verde Road, once the LC-17 construction has been completed.
- Repaired Evers Road pathway entrance to Raymond Rimkus Park.
- Repairing curb at Poss and Andres Salazar Roads.
- Constructing walking path at The Ridge at Leon Valley Park.
- Continuing to cleaning out tributary between William Rancher and Samaritan roads, weather permitting.
- Continuing construction on pavilion at The Ridge at Leon Valley Park.
- Training
 - The Maintenance Crew Leader is studying to become a Certified Playground Inspector and a Certified Pool Operator.
 - Crew member will be taking Pest Control classes in order to obtain the license.
 - Scheduling supervisor training for Crew Leaders.
 - Continuing Education classes for the Water Crew will be on July 24 to the 26th at Shavano Park.
 - All employees will be taking ethics training on May 21, 2019.

Police Department

Please see below information on police activity over the listed period.

- Arrest
 - 4-29-19 – 6200 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 4-29-19 – 7100 Huebner Rd. - Traffic Stop – One cited/released – Vehicle Impounded
 - 4-29-19 – 6200 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded

- 4-29-19 – 6000 Kinman – VCO (inoperable vehicle – 24 hrs earlier) – Vehicle Impounded
- 4-29-19 – 6600 Bandera Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz.
- 4-29-19 – 5700 Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 4-30-19 – 6800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 4-30-19 – 7200 Horse Whip – VCO/Vehicle Impounded
- 5-1-19- - 7200 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 5-2-19 – 7200 Huebner Rd. – One cited/released – Vehicle Impounded
- 5-2-19 – 5600 Evers Rd. – Disturbance – One arrested for possession of Marijuana < 2 oz.
- 5-3-19 – 5600 Bandera Rd. – Theft < \$100 – One arrested/cited/released
- 5-3-19 – 4700 Timco West – Crash – One cited/released – Vehicle Impounded
- 5-3-19 – 7100 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 5-3-19 – 6600 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 5-4-19 – 6400 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 5-4-19 – 6600 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 5-4-19 – 6400 Bandera Rd. – Public Intoxication – One arrested/released at Detox unit
- 5-4-19 – 6200 Grissom Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 5-4-19 – 6800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 5-5-19 – 6500 Grissom Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 5-5-19 – 6300 Evers Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 5-5-19 – 5600 Bandera Rd. – Theft < \$100 – One arrested/cited/released
- 5-6-19 – 6200 Grissom Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 5-6-19 – 6400 Evers Rd. – Emergency Detention – One arrested/released at hospital
- 5-9-19 – 5700 Stemmons - Traffic Stop – One cited/released – Vehicle Impounded
- 5-9-19 – 5900 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 5-10-19 – 5400 Wurzbach Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 5-10-19 – 6200 Grissom Rd. – Disturbance – One arrested for assault on police officer
- 5-10-19 – 5900 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 5-10-19 – 5900 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 5-10-19 – 6800 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 5-10-19 – 6800 Bandera Rd. – One arrested Public Intoxication/released at Detox unit
- 5-11-19 – 5900 Bandera Rd. – Traffic Stop – One arrested on active SA warrants
- 5 -11-19 – 7500 Huebner Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 5-11-19 – 5800 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 5-11-19 – 6600 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 5-11-19 – 6800 Bandera Rd. – Possession of drug paraphernalia - one arrested/cited/released
- 5-12-19 – 6200 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 5-12-19 – 6600 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- Significant Calls
 - 4-29-19 – 6400 Bandera Rd – Crash
 - 4-29-19 – 6600 Bandera Rd. – Alarm
 - 4-29-19 – 7000 Bandera Rd. – Criminal Trespass
 - 4-30-19 – 7000 Bandera Rd. – Crash
 - 4-30-19 – Grissom Rd. @ Bandera Rd. – Crash
 - 4-30-19 – 5800 Wurzbach Rd. – Threats
 - 4-30-19 – 6300 Bandera Rd. – Crash
 - 4-30-19 – 6800 Bandera Rd. – Alarm
 - 4-30-19 – 6700 Forest Dell – Found open garage door
 - 4-30-19 – Bandera and Grissom Rd. – Crash
 - 4-30-19 – 6500 Bandera Rd – Crash
 - 5-1-19 – 5600 Evers Rd. – Theft
 - 5-1-19 – 5600 Evers Rd. – Damage to property

- 5-1-19 – 7000 Bandera Rd. – Forgery
- 5-1-19 – 6600 Bandera Rd. – Alarm
- 5-1-19 – 7000 Bandera Rd. – Forgery
- 5-1-19 – 5900 Bandera Rd. – Alarm
- 5-1-19 5600 NW Loop 410 – Found open business door
- 5-1-19 – 6900 Bandera Rd. – Assault/threats
- 5-1-19 – 7300 Ellerby Pt. – Found open door
- 5-1-19 – 7400 Linkmeadow – Found open door
- 5-1-19 – 5800 El Verde – VCO (high grass) X2
- 5-1-19 – 6600 Sally Agee – Found open door
- 5-2-19 – 5700 Evers Rd. – Alarm
- 5-2-19 – 5900 Bandera Rd. – Crash
- 5-3-19 – 5600 Grissom Rd. – Crash
- 5-3-19 – 6400 Stable – Found open garage
- 5-3-19 – 6400 Balky – Found open door
- 5-3-19 – 6900 Forest Park – Found open door
- 5-4-19 – 6700 Bandera Rd. – Crash
- 5-4-19 – 6900 Bandera Rd. – Crash
- 5-4-19 – 7100 Forest Mont – VCO (Inoperable vehicle)
- 5-4-19 – 5900 Forest River – Criminal Mischief
- 5-4-19 – 6400 Evers Rd. – Crash
- 5-4-19 – 6900 Bandera – Crash
- 5-4-19 – 6500 Bandera Rd. – Crash
- 5-4-19 – 5800 Grasshill – Alarm
- 5-4-19 – 6800 Timberhill – Found open garage door
- 5-4-19 – 7300 Reindeer Trail – Alarm X2
- 5-4-19 – 6700 Evers Rd. – Found open garage door
- 5-5-19 – 6200 Walking Gait – VCO (Junk Vehicle)
- 5-5-19 – Huebner and Bandera Rd. – Crash
- 5-5-19 – 5600 Bandera Rd – Suspicious person
- 5-5-19 – 7000 Mill Stream – Criminal Mischief
- 5-5-19 – Bandera and Reindeer Trail - Crash
- 5-5-19 – 5900 Rimkus – Sexual Assault
- 5-5-19 – 5900 Wurzbach Rd. – Criminal Mischief
- 5-5-19 – 7200 Forest Mont – VCO (Inoperable vehicle)
- 5-5-19 – 7100 Forest Mont – VCO (Inoperable vehicle)
- 5-6-19 – 7200 Bridle Path – Burglary/Vehicle
- 5-6-19 – 5900 Bandera Rd. – Crash
- 5-6-19 – Alarm/Open door
- 5-6-19 – 7000 Millstream – Found open garage door
- 5-6-19 – 5300 Brisa Estates – Found open garage door
- 5-6-19 – 6400 Pacer Trail – Found open garage door
- 5-6-19 6200 Forest Rose – VCO (Inoperable vehicle)
- 5-6-19 – 6100 Saddle Bow – VCO (Inoperable vehicle)
- 5-6-19 – 7300 Crown Piece – VCO (Inoperable vehicle)
- 5-6-19 – 5900 Forest Knoll – VCO (inoperable vehicle)
- 5-6-19 – 5500 Bandera Rd. – Criminal Mischief
- 5-6-19 – 6500 Grissom Rd. – Illegal dumping
- 5-6-19 – Bandera Rd. @ NW Loop 410 – Crash
- 5-6-19 – 6900 Bandera Rd. – Crash
- 5-6-19 – 6300 Evers Rd. – Missing person

- 5-7-19 – 6600 Bandera Rd. – Assault/bodily injury/family violence
- 5-7-19 – 6200 Forest Circle – VCO (Inoperable vehicle)
- 5-7-19 – 6600 Adair – Theft/trailer
- 5-7-19 – 5600 Bandera Rd. – Theft < \$100
- 5-7-19 – 5900 Forest Knoll – Found open garage door
- 5-7-19 – 6800 Bandera Rd. – Crash
- 5-7-19 – 6600 Bandera Rd. – Crash
- 5-7-19 – 6700 Huebner Rd. – Crash
- 5-7-19 – 7000 Huebner Rd. – Crash
- 5-8-19 – 5600 Bandera Rd – Theft \$100-750
- 5-8-19 – 5600 Bandera RD. – Burglary/Building
- 5-8-19 – 5400 Daughtry Rd. – Criminal Mischief
- 5-8-19 – 6000 Grissom Rd. – Found Property
- 5-8-19 – 5600 Evers Rd. – Crash
- 5-8-19 – 7500 Crownpiece – VCO (Inoperable vehicle)
- 5-9-19 – 6800 Huebner Rd. – Theft < \$100
- 5-9-19 – 5600 Evers Rd. – Theft < \$100
- 5-9-19 – 6700 Blacksmith – Criminal Trespass
- 5-9-19 – 7100 Huebner Rd. – Crash
- 5-9-19 – 7400 Link Haven – Crash
- 5-9-19 – 7200 Timberleaf – Assault/family violence
- 5-9-19 – 5900 Bandera Rd. – Crash
- 5-9-19 – 6400 Longhouse Court – Theft \$750-2,500
- 5-9-19 – 6800 Poss Rd. – Crash
- 5-9-19 – Loop 410 and Bandera Rd. – Crash
- 5-9-19 – 6700 Poss Rd. – Alarm X2
- 5-9-19 – 6300 Rue Sophie – Found open garage door
- 5-10-19 – 6500 Bandera Rd. – Burglary/building
- 5-10-19 – 7400 Huebner Rd. – Crash
- 5-10-19 – 6600 Bandera Rd. – Crash
- 5-10-19 – 7100 Bandera Rd. – Theft < \$100
- 5-11-19 – 6800 Bandera Rd. – Crash
- 5-11-19 – 6600 Charles Field – Found open door
- 5-11-19 – 7800 Eckhert Rd. – Criminal Mischief
- 5-11-19 – 6600 Bandera Rd. – Crash
- 5-11-19 – 5400 Bandera Rd. – Alarm
- 5-11-19 – 6400 Bandera Rd. – Alarm
- 5-11-19 – 6000 Cammie Way – Burglary/Vehicle
- 5-12-19 – 5300 Wurzbach Rd. – Theft \$0-100
- 5-12-19 – 7100 Bandera Rd. – Damage to Property
- 5-12-19 5900 Bandera Rd. – Crash
- 5-12-19 – 6600 Seneca – Burglary/habitation
- 5-12-19 – 7000 Bandera Rd. – Crash
- Traffic Citations - 134
- Warnings – 61
- **Cases filed by CID, one (1):**
 - One (1) Assault, Public servant
- **CID Activity/Active Investigations**
 - Detectives are actively working two (2) sexual assault child case (known suspect) family
 - Detectives continue to work three (3) other sexual assault (adult) cases
 - Detectives are conducting follow up on recovered runaway child

- Detectives are investigating a felony theft case
- Detectives are investigating a felony criminal mischief case
- Detectives are investigating an identity fraud case
- The investigation also continues in an ongoing organized crime case
- Additional CID Activity
 - Ongoing meetings with the District Attorney's Office
 - Detectives met with special prosecutor for a 2004 murder case
 - Downloaded eleven (11) videos for District Attorney's Office
 - Ten (10) vehicles were released from the impound
 - Fifteen (15) walk in complaints were handled
 - Twelve vehicles were released
- Code Enforcement
 - (5) Junked/abandoned/illegal vehicles
 - (50) Grass/weed violations were handled
 - (15) Building violations/complaint
 - (22) Trash complaints
 - (05) Bandit signs
 - (02) Graffiti complaints
 - (08) Parking complaints
 - (01) Fence violation
 - (06) Outside storage
 - (2) Pet noise violations
 - (45) VCO letters sent out.
 - 23 letters sent for failing to have trash service
- Animal Control
 - (3) Missing pet calls
 - (01) Dog was returned to the owner.
 - (08) At large dog calls
 - (01) Dead racoon
 - (02) Dead deer were picked up
 - (08) Wild animal (racoons)
 - (01) Feral cat was trapped and released
- Traffic Unit
 - Active assignments include school zones before and after school, neighborhood speeding, traffic concerns including Marshall High School on Lobo Ln (12 citations), Leon Valley Elementary School (52 citations issued), 6600 Bandera at the Walgreens (7 citations), Bandera/Seneca (10 citations), Evers Rd (36 citations issued), Poss Rd and Linkwood (11 citations).
 - Moving Violations 73
 - Non-Moving Violations 23
 - Warnings 05
 - VCO 06
 - Vehicles Impounded 10
- Training
 - 28 officers attended Radar Recertification training which was reported to the Texas Commission on Law Enforcement
 - Officers Azar attended 40-hour CIT training
- Volunteer Activity
 - Personnel attended the Special Olympics Breakfast with Champions, Torch Run final leg and Summer Games
- Officer Azar is on special assignment for COLV building audit:
 - Building contacts made -134

- Missing C of O -22
- No Tax ID -54
- Vacant buildings -31
- Stop work orders -1

Fire Department

- **SCBA-Air Management for Operational Readiness Drills (training)** -We recently purchased new Self-Contained Breathing Apparatus's (SCBA) this device is worn by firefighters to provide compressed air in an immediately dangerous to life or health atmosphere. The SCBA is used when longer-duration of supply breathing gas is needed. The team is getting acclimated with their new devices and conducting air consumption drills daily. Using SCBA drills to improve air management for operational readiness is crucial as their life depends on how well the device functions; therefore, it's maintained for personal safety on a daily basis. All of the following meet guidelines established by the National Fire Protection Association, NFPA Standard 1981.
- **Canada Tower Climb (community service abroad)** – The 5th Annual Firefighter Stair climb Challenge in support of Wellspring Calgary. On Sunday, May 5, 2019, Deputy Fire Marshal Eric Burnside along with hundreds of firefighters from across North America and the world will climb the stairs of Calgary's BOW tower, one of Western Canada's tallest buildings, in support of firefighters and citizens living with cancer. Calgary is poised to cheer on the brave ones who will climb the 775 vertical feet – 1204 steps – of The BOW Building in full duty gear. Starting at 3400 feet above sea level, this climb is the highest elevation firefighter stair climb in the world! This event was created to raise funds for firefighters and other citizens who are battling cancer. Eric was one of 5 international participants to attend the event. Other international attendees included an additional participant from Texas, 2 participants from California, 1 participant from Washington, and a participant from Australia. The participants for the climb raised over \$393,000.
- **Fire Recovery USA Cost Recovery**– The Fire department has received an incident recovery total collection in the amount of \$37,105.39 to date with 47 active runs, and 4 denials by insurance companies.
- **School of Science & Technology “The EDDY-2019 SST Education Awards” (community service)** – This was an award and scholarship ceremony sponsored by Building Hope; VBM; Heritage Center Development; PNC Bank; Case Development; BB&T; Schumann Lopez Hoffer and Adelstein Lase Firm; and Wells Nelson and Associates. These organizations support a quality education for all children. SST received \$42,000 from benefactors and the SST 2019 Advocate of the Year is Captain Clarence Franklin, Commanding Officer Navy Information Operations Command. SST diligently prepares students to be successful in college and assists students in securing merit-based scholarships, and grants, the cost of college is daunting. In addition, SST is committed to students and prepares students with social, emotional learning, music, summer internships, community service opportunities, as well as help students advance career and technology education. Two thirds of college debt are not tuition, but rather books, fees, and other costs including living expenses. Captain Garcia on behalf of The Leon Valley Fire Dept. accepted this beautiful framed art piece for our contribution to School of Science & Technology as well as to the community. SST kindergarten student Nahide created this piece of art to remind all of us the difference we can make in the life of a child and of our community. Thank you!!!! principals, teachers, teacher assistance, community organizations and the community for your investment to our children's future! It Takes a Village!
- **Texas Health and Human Services EMS Vehicle Inspection Notice** – On April 30, 2019 the Texas Health and Human Services conducted an unannounced inspection of an EMS vehicle belonging to your organization (159A, Dodge, 2018). The inspection (s) was in accordance with the Texas Health and Safety Code Chapter 773 and the rules adopted there under. “There is no deficiency/violation cited or noted within the scope of this inspection/visit”. Our vehicle was found in compliance with the Texas Health and Safety Code as described on the EMS Vehicle/Aircraft Inspection Results Letter, inspection #9905.

- **Community Emergency Response Team (training and community service)**– Congratulations to the participants of the final CERTS exercise Until Help Arrives & Stop the Bleed on May 1, 2019 9am-4pm held in the FD training room. The intention of the CERT training course is to build and enable a team of citizens in Leon Valley that can work to support emergency services in the event of a disaster.
- **Community Health & Wellness Fair 2019 (community service)** - St. John Baptist Church Health Fair sponsored the Community Health & Wellness Fair 2019 “Time to Rebalance”. The health fair provided this community opportunity to get blood pressure/health screenings, project quest (school and job placement assistance, financial empowerment center, Leon Valley Fire and EMS, health insurance marketplace, door raffle and more. Leon Valley Fire Department participated in the Health Fair providing Health Info Healthy Eating & Exercises, Flood Magnets, File of Life to the community.
- **Leon Valley Police and Fire Department Basketball Game hosted by SST (community Service)** - The First Annual Police vs Fire Basketball Game partnering with The School of Science and Technology to benefit the School. The Basketball Game was held on May 3rd at 04:30 PM.
- **John Marshall and Brennan High School students NREMT EMT Basic Skills Testing (training)** – The Leon Valley Fire Department hosted and Firefighter/Paramedic volunteered as evaluators for the National Registry of Emergency Medical Technicians EMT basic skills testing on May 9th and 10th 9am to noon. Emergency Medical Technicians provide out of hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. These are our future Firefighter/Paramedic, emergency room technician/doctors, doctors, nurses etc. there is no limit. We are extremely impressed and excited to assist our future first responders!
- **Leon Valley Sample Automobile Accident** – On May 5th 2pm, head-on collision in front of T-Mobile store with 1 patient per vehicle, both self-extricated and evaluated by EMS, no transport, refusal.
- **Citizen Gratitude’s** – The Leon Valley Fire Department has been gifted three Thank you cards, cookies, brownies, spaghetti dinner, salad as well as cherry desert this month from our wonderful residents.

Community Development Department

- Zoning Commission
 - The Zoning Commission held a special meeting on Tuesday, May 14, 2019, to receive feedback from the Zoning Commission regarding a potential new residential development on the 3 acre parcel generally located at 6758 Poss Road. At the meeting, the Commission considered different residential development type options including townhouse and apartments.
 - The next regular Zoning Commission meeting is scheduled for Tuesday, May 28, 2019. The following items are scheduled for consideration:
 - A zone change to remove the Sustainability Overlay District classification at 6617 Evers Road. Reconsideration from March 26th meeting.
 - A specific use permit for a self-service car wash and auto detailing at 6617 Evers Road. Reconsideration from March 26th meeting.
 - A Specific Use Permit for a Kennel at 6703 Poss Road.
 - A specific Use Permit for outside storage at 6200 Grissom Road.
 - Zoning Code Amendment Regarding requirements for Community Homes.
- Board of Adjustment
 - Staff has received a request for a variance at 6617 Evers Road. This request is currently on hold pending the outcome of the associated zone change and SUP for this property.
 - The Board of Adjustment held a meeting on Thursday, April 18, 2019, in order to hold an executive session to discuss pending litigation.
 - The Board of Adjustment will also be holding an additional meeting in May to provide continuing education and training focusing on the recently revised procedures and criteria for evaluating variance requests.

- Plats
 - Staff has an open replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Huebner Road. The replat would potentially create 3 lots. The land is undeveloped and is currently zoned B-1 and B-2. The applicant plans to request a rezoning of the property and has postponed his plat application until that time. An SUP will also be required for new commercial development on the site because it is adjacent to residential zoning.
 - Staff has received a replat of the property currently occupied by John Marshall High School. The purpose of the replat is to remove an existing easement that will facilitate the reconstruction of their library.
- Development Meetings
 - Staff has had preliminary development meetings with the owners of 6758 Poss Road, regarding a potential new residential development on that property. As a result of those meetings, Staff finds it necessary for the owners to make a preliminary presentation to the Zoning Commission to bring the Commission up to speed on the project, and for the Commission to provide the owners and Staff direction moving forward.
- City Council
 - No Planning and Zoning Department related items scheduled for consideration at the at the May 21, 2019 City Council meeting.
- Permitting and Records
 - 46 Walk-in Customers
 - 89 Building Permits Issued/Processed (including trade permits)
 - Received 10 Certificate of Occupancy Applications
 - Issued 8 Certificates of Occupancy

Economic Development

- Assisted City Manager with Economic & Community Development Advisory Committee Meeting - 05/13/2019
- Facilitated Sign Code Update Advisory Committee Meeting - 05/13/2019
- Assisted area realtor with relocating attorney offices to City of Leon Valley
- Facilitated ONIT Meeting - 05/15/2019
- Attended NW San Antonio Chamber of Commerce Luncheon – 05/15/2019
- Assisted citizen with concern of water drainage on El Verde Road during severe weather – 05/03/2019
- Trained and assisted with launching the fast track 2019 Business Audit – 05-02/2019
- Enforcement:
 - 6610 Bandera – Bring Your Own Parts – 10 day notice to abate ONIT issues
 - 5309 Wurzbach – Flip Top Beauty and Barber – Sign Violation – Corrected
 - 6004 Grissom – Arredondo Group – 10 day notice to abate ONIT issues
 - 7007 Bandera #14 – Little Penguins – Investigate business closure
 - 6233 Evers – Investigate ONIT complaint of roof sign
 - 6206 Setting Sun – Investigate change of ownership
 - 7126 Bandera – 210 Ice Cream – 10 day notice to abate signage violation
 - 7205 Bandera #101A – Professional Bookkeeping Service - 10 day notice to abate signage violation
 - 6505 Grissom - 10 day notice to abate debris / illegal dumping
 - 7205 Bandera – Building owner sent 10 day notice to abate signage violation
 - 6414 Bandera – Investigate ONIT complaint of debris piled next to building
- Fire and Zoning Inspections:
 - 6336 Bandera – Kwik Kopy 23
 - 7081 Bandera – Meineke
 - 7007 Bandera #8 – Divos and Divas Barber Salon
 - 5504 Bandera #305 – Steadfast Automotive

- 6875 Bandera – Fiesta Home Furniture
- 5411 Bandera #304 – Your Everyday Solutions
- 4700 Timco West #104 Wet SA Mattress
- 5650 Grissom – The Finely Apartments
- Stop Work Orders:
 - None issued
- Businesses That Received Certificates of Occupancy
 - 6461 Bandera Road - QuikTrip #4016
 - 5616 Bandera Road - Comfort Cafe
 - 5504 Bandera Road Ste 305 - Steadfast Automotive Solutions
 - 6336 Bandera Road Ste 100 - 120- Kwik Kopy 23
 - 6737 Bandera Road Ste 101 - Classy Raptor LLC
 - 7081 Bandera Road - Meineke Car Care
 - 6647 Cades Cove - Complete Life Care
 - 7622 Linkside - The Center For Healthcare Services

City Secretary

- Since the last report, the City Secretary’s Office has received 35 open record requests. The requests were for: permit information, Red Light Camera items, Staff/City Council emails, Staff training records, dash cam videos, body worn cam videos, police reports, accident reports, election records, EMS reports, and witness statements.
- Prepared, posted and drafted City Council agendas and minutes.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.
- Building Maintenance:
 - Had City Hall and the Police Department serviced for pest control treatment on Friday, May 10th at 9:00 a.m.
 - Submitted a request for tree trimming at 6400 El Verde in preparation of pressure washing which is scheduled for May 27th

Library

- The Library experienced a three-day internet outage. It looks like we sustained a lightning hit/surge which caused the ports in our router to be damaged. Barcom responded on a Saturday to research what happened, reporting back with the above. By Monday afternoon we were fully functional again.
- Library Aide Melinda Tokmehdash completed Reference Interview Training which will help increase customer satisfaction.
- Online resources available via our website have been updated.
- The Library has applied and was put on a wait list for a \$500.00 grant from the American Society of Radiologic Technologist’s National Library Partnership grant program. Currently awaiting further fund release.
- We have secured our Basic Yoga class again for October and November with Sherri Miller, founder of Yoga Sevi Institute. Sundays at 3 pm.
- The first shipment of books that were purchased with the Texas Book Festival Grant for Large Type Fiction has arrived and been processed and currently is in circulation. One more shipment to come to fulfill the grant.
- Upcoming big events at the library
 - Monday, June 10 at 10:30 am: Summer Reading Kick Off/Big Rig Petting Zoo.
 - Tuesday, June 18 at 10:30 am: FREE Concert with Joe McDermott in Conference Center.
 - Tuesday, June 25 at 10:30 am: A Cow Visits the Library – SW Dairy Farmers.
 - Tuesday, July 9 at 10:30 am: Happy Tails Exotic Animals in the Conference Center.
 - Wednesday, July 17 at 10:30 am: Magical Fun and Dental Health. (magician dentist!).
 - Saturday, July 20 at 10:30 am: Summer Reading Wrap Up Event.

Upcoming Events:

- Next Regular Council Meeting begins at 6:00 p.m. on Tuesday, May 21, 2019, at 6:00 p.m.
- The following Regular City Council Meeting Tuesday, June, 4 2019, at 6:00 p.m.
- City of Leon Valley Ethics Training: Fostering Integrity at the City of Leon Valley
 - Codes of Conduct & Ethics, State Law, and Leon Valley's Code
 - 1st Session: Monday, May 20, 2:00 – 5:00 pm.
 - 2nd Session: Tuesday, May 21, 9:00 – 12:00 pm (noon)
- Saturday, May 18, 2019, at 9:00 a.m.: Public Awareness Class – Get Familiar with the AED at the Library (Leon Valley Fire Department leading class)
- Scholastic Book Fair, Tuesday and Wednesday, May 21st and 22nd from 10:00 a.m. until 6:00 p.m., at the Conference Center.
- Leon Valley Swimming Pools open Saturday, May 25, 2019.
- July 4th Parade, July 4, 2019, at 9:30 a.m.; followed by the July 4th Festival at 5:00 p.m., at Raymond Rimkus Park.
- Library Summer Reading Special Events:
 - Monday, June 10, 2019, from 10:30 a.m. – 12 noon. Summer Reading Kick Off/Big Rig “Petting Zoo” (Large machines and trucks to view and sit in)
 - Tuesday, June 18, 2019, at 10:30 a.m. - Joe McDermott Concert in the Conference Center. Joe is a children's recording artist and is an excellent concert – very engaging for children and adults!
 - Tuesday, June 25, 2019, at 10:30 a.m. - SW Dairy Farmers bring their mobile classroom and a COW to the library!
 - Tuesday, July 9, 2019, at 10:30 a.m. – Happy Tails Exotic Animal Show in the Conference Center.
 - Wednesday, July 17 at 10:30 am: Magical Fun and Dental Health. (magician dentist!).
 - Saturday, July 20 at 10:30 am: Summer Reading Wrap Up Event.
- Coffee with the Mayor and City Council, Saturday, July 27, 2019, from 9:00 a.m. until 11:00 a.m. at the Conference Center.
- Coffee with the Mayor and City Council, Saturday, October 26, 2019, from 9:00 a.m. until 11:00 a.m. at the Conference Center.
- Annual Town Hall Meeting, Saturday, January 25, 2020, from 9:00 a.m. until 11:00 a.m. at the Conference Center.
- Coffee with the Mayor and City Council, Saturday, May 23, 2020, from 9:00 a.m. until 11:00 a.m. at the Conference Center.
- Soap Box Derby, Saturday, October 12, 2019, from 8:00 a.m. until 5:00 p.m. on Evers Road and the Leon Valley Community and Conference Centers
- Committee Meetings:
 - The next Regularly Scheduled Zoning Commission meeting is scheduled for Tuesday, May 28, 2019, at 6:00 p.m. at City Hall.